

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
July 23, 2014

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, July 23, 2014** in the James R. Thompson Center, 100 West Randolph Street, 11-722A and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson, called the meeting to order at 2:01 p.m.

ROLL CALL

Board members present (5):

Springfield: Dave Boots, present
 Joe Small, present
 Pam Blackorby, present

Chicago: Karla Schreiber, present
 Sam Dorger, present

Other staff: Melissa Mahoney, Chief Procurement Officer
 Rocco LaSalvia, Acting State Purchasing Officer
 Ann Roche, Board Secretary
 Emily Vivian, AAG Land Acquisition

Approval of minutes from the meeting held on Monday, June 23, 2014

The Chair asked the Board to review and approve minutes from the Monday, June 23, 2014 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved and Dave Boots seconded the motion and by unanimous vote, the minutes from the meeting held on Monday, June 23, 2014 were approved.

The motion carried on the following voice vote:

Yeas: Dave Boots, Joe Small, Pam Blackorby, Sam Dorger and Karla Schreiber

New Business:

Public Utilities Low Income Utility Consumer Consulting Services

Rocco LaSalvia, Acting State Purchasing Officer (SPO), explained Public Utilities Bureau submitted a request to secure consulting services to advise the OAG on a myriad of issues related to Federal and State Low Income Home Energy Assistance Programs (LIHEAP). These programs include the monitoring, implementation, administration and funding of the Percentage of Income Payment Plan authorized by amendments to the Illinois Energy Assistance Act which established and authorizes low income energy assistance policy and programs in Illinois.

Office Services prepared an RFP and posted it on the Illinois Procurement Bulletin outlining in detail the experience and analytical skills required by our office. Only one consultant, Allan Cherry, provided a proposal. After reviewing the proposal, Chief Dale, Public Utilities, indicated that Mr. Cherry does possess the desired experience and qualifications required to fulfill our anticipated needs. Chief Dale indicated that hourly rates proposed are reasonable and recommends we move forward with an award.

Office Services will execute a contract that shall commence upon execution through June 30, 2016. The total estimated cost is \$55,000.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Public Utility Electricity Markets Consulting Services

Rocco LaSalvia, Acting State Purchasing Officer (SPO), explained the Public Utilities Bureau submitted a request to secure consulting services to advise and assist the OAG in analyzing issues pertaining to nuclear power plants located in Illinois.

In light of current electricity generation market conditions our Public Utilities Bureau anticipates that the OAG will receive proposals for legislative and/or regulatory changes to increase revenues received for the output of local nuclear power plants and to include these plants in carbon reduction plan that the state must develop pursuant to federal rules.

Office Services prepared an RFP and posted it on the Illinois Procurement Bulletin outlining in detail the required experience and analytical skills the consultant must possess. Only one consultant, Kenneth Rose, Ph.D., provided a proposal. After reviewing the proposal, AAG Susan Satter indicated Mr. Rose does possess the desired experience and qualifications outlined in the RFP. Further, the hourly rates proposed by Mr. Rose are reasonable compared to other market experts.

Office Services will execute a contract that shall commence upon execution through June 30, 2016. The total estimated cost shall not exceed \$40,000.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

West Publishing Corporation Text Purchases under CMS Master Contract #584628

Rocco LaSalvia, Acting State Purchasing Officer (SPO), explained that on June 23, 2014, a packet was presented to the PPCMB outlining a request received from Library Services to execute a purchase order and establish a new Special Offer Agreement between West Publishing and the OAG as provided for under the newly established CMS Master Contract # 584628 effective July 1, 2014.

Under our Special Offer Agreement the office was able to subscribe to Westlaw on-line resources and secure various print products at a thirty percent (30%) discounted rate.

Rocco further explained the annual fixed pricing schedule for the online research subscription resources was outlined in the previous packet submitted for the June 23, 2014 PPCMB meeting. During that meeting it was referenced that Library Services intended to submit the print product request in July that would grant authorization to secure various products during Fiscal Year 2015.

The anticipated combined cost should not exceed \$65,000.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

AGO On-Line Public Access Research

Rocco LaSalvia, Acting State Purchasing Officer (SPO), received a request from Library Services to secure on-line access to public records for the purpose of conducting legal research.

The contract with Lexis Nexis, Accurint, expired at the end of FY14. Prior to the expiration of the current contract Office Services prepared an RFP and posted it on the Illinois Procurement Bulletin outlining in details the desired features and resources for this on-line research tool. Office Services requested that responding vendors provide cost information for a one-year or three-year contract, each with a one-year renewal option.

Office Services received two vendor responses, from Lexis Nexis and Westlaw. Rocco further explained that the office made arrangements for a free trial of Westlaw's product, Clear, and the demonstrations occurred on June 10 and June 11, 2014. Several OAG users were invited to attend; each participant was asked to bring materials from active cases to test the capability of the Clear product. The same materials were then used to conduct research using our current product, Accurint.

When the demonstrations and comparisons concluded, the participants were asked to complete an evaluation form for each vendor using criteria that was outlined in the RFP.

Rocco further explained that upon conclusion of the evaluation process, Library Services indicated that Westlaw – Clear was awarded more points than Lexis Nexis – Accurint. Further, Westlaw offered a lower cost.

Therefore, based on the information presented by Library Services, Office Services will be seeking to secure a three year contract with Westlaw, which will include a one year renewal option at the OAG discretion for a fourth year. The total cost of the three year contract is \$71,291.97, and if the fourth option year is exercised the additional cost would be \$25,902.24.

The Chairperson asked if there were any comments pertaining to the purchase.

Sam Dorger asked how the office decides who the thirty-five user will be.

Melissa Mahoney, Chief Procurement Officer, responded that the individuals that have access to Accurint would be the first users.

No other comments were received by the Board members.

Auto Physical Damage Coverage Policy-FY2015

Rocco LaSalvia, Acting State Purchasing Officer (SPO), explained the office is seeking to renew the automobile physical damage coverage policy for OAG fleet vehicles. The office received this information necessary to process this procurement through CMS - Risk Management the managing agency of the state contract with Westfield Insurance Company. There will be a total of thirty-three (33) vehicles covered under this policy. The coverage term is July 1, 2014 through June 30, 2015. A Purchase Order for the total cost of: \$8,814.80.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Supplemental Sources for general Office Supplies for FY 2015

Office Services is seeking funding for general office supplies statewide from sources other than the CMS Master contract awarded to P D Morrison Enterprises Inc. for the remainder of Fiscal Year 2015.

Office Services posted an IFB on the Illinois Procurement Bulletin in order to determine if more competitive pricing was available for general office supplies. This posting was developed in the same manner as previous postings executed over the last several fiscal years. This posting included a spreadsheet outlining the various core supply products we routinely stock and the anticipated quantities needed for each item listed. In addition, we again requested that each responding vendor provide cost and/or discount rates for those items outside the core item supply spreadsheet; items such as filing units, desks, various chairs, etc.

Office Services received two (2) responses, from Atlas Stationers and Premier & Companies. A review was conducted and we have identified which vendor source is less expensive for each respective item posted.

Based on our review we will be seeking to secure a contract with Atlas Stationers in the amount of \$45,000.00. We anticipate that approximately \$37,000.00 of the contract will pay for core supplies purchases and the balance would cover anticipated miscellaneous purchases based on previous activity. Further, we will be seeking to secure a purchase order with Premier & Companies in the amount of \$7,000.00. We anticipate approximately \$6,500.00 will pay for core supplies and the balance would cover miscellaneous purchases.

The Chairperson asked if there were any comments pertaining to the purchase. No comments

were received by the Board members.

Public Comment:

The Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved, and Dave Boots seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Dave Boots, Joe Small, Pam Blackorby, Sam Dorger and Karla Schreiber

The meeting adjourned at 2:15 p.m.